

Appendix A:

AIDS Prevention Community Investment Program Review Panel Terms of Reference

Purpose:

Toronto Public Health has used Review Panels for more than twenty years to bring citizen expertise and participation to the allocation of funds that are invested in community-based projects for AIDS Prevention. The Review Panel works with staff to review each application and makes recommendations to the Board of Health.

The Review Panel includes City Council members, Board of Health members, informed citizens, and people living with HIV and AIDS. In addition, the Medical Officer of Health has endeavoured to ensure representation from across the City.

Appointments to the Review Panel are made by the Board of Health following a public call for potential members, consultations with City Councillors and others to ensure representation from equity seeking groups, as well as representation from diverse neighbourhoods around the City. The Medical Officer of Health shall ensure the AIDS Prevention Community Investment Program Review Panel receives the staff report for information to assist in the review process.

Membership:

- (a) Up to three members of City Council;
- (b) A minimum of one member of the Board of Health;
- (c) At least two persons living with HIV, who are residents of the City of Toronto;
- (d) A minimum of four persons from diverse ethno-racial communities, who are residents of the City of Toronto;

Membership will be representative of the diverse neighbourhoods from across the City. The Review Panel will elect a Chair and Vice Chair at its first meeting.

Quorum:

A quorum for decision making will be 50% of the review panel membership.

Role of the Review Panel:

The role of the Review Panel is as follows:

- (a) Review and evaluate AIDS Prevention proposal submissions.
- (b) Make allocation recommendations to the Board of Health with the assistance of Public Health staff.
- (c) Submit recommendations for AIDS Prevention allocations to the BOH for approval by City Council.

- (d) Attend program training and information session(s).
- (e) Attend all program application review meetings as required.
- (f) Attend all program application appeal hearings as required.
- (g) Declare all potential and real Conflict of Interest, i.e. membership, employment and other affiliations with the AIDS Prevention Community Investment Program.

Term of Service for the Review Panel:

A term on the APCIP Review Panel is one year based on Board of Health approval.

The maximum number of consecutive terms served by review panel members will be reviewed annually in order to maintain corporate history and continuity and will take into consideration required knowledge that is associated with HIV/AIDS epidemiologic trends.

Consecutive appointments will be reviewed and will take into consideration the established APCIP review panel membership requirements.

Time commitment for the Review Panel:

Minimum of 5 to 7 days per year, including training, review/assessment of applications, hearing of appeals and/or debriefing and community consultation. This includes a minimum of 8 – 10 hours of independent review of applications.

AIDS Prevention Community Investment Program Review Panel Membership for 2012:

John Maxwell, Chair
John Kerenyi, Vice-Chair
Councillor Shelley Carroll
Councillor Kristyn Wong-Tam
Alexander Dow
Greg Downer
Dr. Abdul Fattah
Aneeta Lal
Notisha Massaquoi
Najumas Sahar Sadiq (Resigned)
Fatoumata Ongoiba (Alternate)
Richard Utama (Alternate)